



JOHN NAIMO
AUDITOR-CONTROLLER

**COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER**

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September 9, 2016

TO: Audit Committee

FROM: John Naimo
Auditor-Controller

SUBJECT: **FISCAL YEAR 2015-16 ACCOMPLISHMENTS - COUNTYWIDE
CONTRACT MONITORING DIVISION**

The Auditor-Controller's (A-C) Countywide Contract Monitoring Division (CCMD) monitored a select number of County contractors in the social services and health services departments and provided the following key services:

- Identified nearly \$4.8 million in questioned costs.
- Conducted and issued 77 reports of fiscal and compliance reviews of County contractors who were paid over \$355 million in expenditures.
- Conducted and issued 24 reports in response to the Board of Supervisors' (Board or BOS) and other County departments' special requests.
- Conducted and issued three reports of the Probation Department's (Probation) progress in implementing corrective action regarding a total of 15 recommendations contained in the Department of Justice Settlement Agreement for 14 camps and three halls for juveniles.
- Provided training and other technical support to over 700 County contractors and departments' personnel.
- Assisted in the development of Countywide contracting policies and procedures.
- Worked with other County departments to oversee the County's Living Wage Program.
- Managed five different Master Agreement Work Orders in which outside auditors were contracted to monitor over 150 County contractors with associated expenditures of over \$495 million.

CCMD is fully funded by County departments. Our Fiscal Year (FY) 2015-16 gross appropriation was \$8.8 million. CCMD serves the County and its constituents as an objective assurance services provider. Our monitoring reviews are designed to add value by improving the effective and efficient delivery of County contractors' services.

The assignments are categorized as monitoring, non-monitoring, and special/ unplanned assignments as depicted in the table below.

FY 2015-16 CCMD Completed Assignments

	No. of Assignments	No. of Reports Issued	Percentage of Hours
Monitoring Assignments	84	80	63%
Special/Unplanned Assignments	21	24	12%
Non-Monitoring Assignments	16	N/A	25%
TOTALS:	121	104	100%

Specifically, CCMD staff worked on:

- **84 monitoring assignments** that resulted in the issuance of 80 reports (77 fiscal and compliance reports and three Probation Camp reports) to the Board or senior management in the client departments as of June 30, 2016. The remaining four assignments did not require written reports.
- **21 special/unplanned assignments** that resulted in the issuance of 24 reports (one assignment resulted in the issuance of 11 reports and seven assignments did not require written reports) to the Board or senior management in the client departments. Some of the significant assignments included Risk Assessment Training for Departments, the Probation Contracting Procedures Board Order, and the Institute for Maximum Human Potential review.
- **16 non-monitoring assignments** that did not require reports but did provide technical assistance to County departments.

As of June 30, 2016, we had 108 assignments in progress. All in progress assignments are planned for completion by January 2017 with the possible exception of 12 monitoring assignments that are tied up in the Senate Bill 84 (SB84) appeal process. SB84 allows agencies to appeal identified child-specific overpayments. However, there is currently a dispute on whether the appeal rights also apply to overpayments identified during our reviews because of the misuse of funds.

A list of completed CCMD projects is included in the attachment. If you have any questions please call me, or your staff may contact Aggie Alonso at (213) 253-0304.

JN:AB:PH:AA:sgd

Attachment

c: Sachi A. Hamai, Chief Executive Officer

**DEPARTMENT OF AUDITOR-CONTROLLER
COUNTYWIDE CONTRACT MONITORING DIVISION
FISCAL YEAR 2015-16 ACCOMPLISHMENTS**

Contract Monitoring and Non-Monitoring Completed Assignments			
No.	Department	Date Issued	Assignment Name
1	Children and Family Services	8/25/2015	Aspiranet - A Department of Children and Family Services Foster Family Agency Contract Provider - Fiscal Compliance Review
2	Children and Family Services	11/23/2015	Families Uniting Families - A Department of Children and Family Services Foster Family Agency Contract Provider - Fiscal Compliance Review
3	Children and Family Services	2/8/2016	Mary's Shelter - A Department of Children and Family Services Group Home Contract Provider - Fiscal Compliance Review
4	Children and Family Services	2/29/2016	Positive Path Youth Development Center - A Department of Children and Family Services Group Home Contract Provider - Fiscal Compliance Review
5	Children and Family Services	3/7/2016	Bienvenidos Children's Center - A Department of Children and Family Services Provider - Fiscal Compliance Review
6	Children and Family Services	3/14/2016	Five Acres The Boys' And Girls' Aid Society of Los Angeles County - A Department of Children and Family Services Residentially Based Services Program Provider - Fiscal Compliance Review
7	Children and Family Services	3/14/2016	Hillside - A Department of Children and Family Services Residentially Based Services Program Provider - Fiscal Compliance Review
8	Children and Family Services	3/28/2016	Hathaway-Sycamores Child and Family Services - A Department of Children and Family Services Residentially Based Services Program Provider - Fiscal Compliance Review
9	Children and Family Services	6/30/2016	DCFS – Wraparound Approach Services, Family Preservation, And Residentially Based Services Miscellaneous
10	Children and Family Services	6/30/2016	Administration
11	Children and Family Services	6/30/2016	Moore's Cottage Group Home Appeal
12	Children and Family Services	6/30/2016	Department of Children and Family Services Contract Monitoring Management
13	Children and Family Services	6/30/2016	Department of Children and Family Services Miscellaneous
14	Children and Family Services	6/30/2016	Department of Children and Family Services Group Home & Foster Family Agency Risk Assessment FY 2016-17

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Contract Monitoring and Non-Monitoring Completed Assignments			
No.	Department	Date Issued	Assignment Name
15	Community and Senior Services	8/12/2015	Southeast Area Social Services Funding Authority South East Area Social Services FY 2014-15 Workforce Investment Act (WIA) Monitoring
16	Community and Senior Services	8/15/2015	Community and Senior Services Miscellaneous
17	Community and Senior Services	9/1/2015	Mexican American Opportunity Foundation FY 2014-15 WIA Monitoring Review
18	Community and Senior Services	9/9/2015	Santa Anita Family Services, Inc. - A Department of Community and Senior Services' Workforce Investment Act Program Service Provider - Contract Compliance Review - FY 2014-15
19	Community and Senior Services	9/17/2015	Soledad Enrichment Actions, Inc. - A Community and Senior Services' Los Angeles County Youth Jobs Program Provider - Contract Compliance Review - FYs 2013-14 and 2014-15
20	Community and Senior Services	9/21/2015	Los Angeles County Office of Education FY 2014-15 WIA Monitoring Review
21	Community and Senior Services	9/30/2015	Human Services Association- A Community and Senior Services Area Agency on Aging Program Service Provider - Contract Compliance Review
22	Community and Senior Services	10/2/2015	Goodwill Industries of Southern California - A Community and Senior Services' Workforce Investment Act and Los Angeles County Youth Jobs Programs Provider - Contract Compliance Review - Fiscal Year 2013-14 and 2014-15
23	Community and Senior Services	10/13/2015	Los Angeles Unified School District - A Community and Senior Services' Los Angeles County Youth Jobs Program Provider - Contract Compliance Review - FYs 2013-14 and 2014-15
24	Community and Senior Services	11/9/2015	AltaMed Health Services - A Community and Senior Services' Los Angeles County Youth Jobs Program Provider - Contract Compliance Review - FYs 2013-14 and 2014-15
25	Community and Senior Services	11/9/2015	CSS - 2014 Youth Jobs - Door of Hope Community Center, Inc. - A Community and Senior Services' Los Angeles County Youth Jobs Program Provider - Contract Compliance Review - FYs 2013-14 and 2014-15
26	Community and Senior Services	11/13/2015	University of California Los Angeles Community Based Learning Program - A Community and Senior Services' Los Angeles County Youth Jobs Program Provider - Contract Compliance Review - FYs 2013-14 and 2014- 15

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No.	Department	Date Issued	Assignment Name
27	Community and Senior Services	11/18/2015	City of Pasadena Foothill Investment Board - A Community and Senior Services' Los Angeles County Youth Jobs Program Provider - Contract Compliance Review - FY 2013-14
28	Community and Senior Services	11/23/2015	Pinnacle Foundation Inc. - A Community and Senior Services' Los Angeles County Youth Jobs Program Provider- Contract Compliance Review - FYs 2013-14 and 2014-15
29	Community and Senior Services	11/24/2015	Watts Labor Community Action Committee - A Community and Senior Services' Los Angeles County Youth Jobs Program Provider- Contract Compliance Review - FYs 2013-14 and 2014-15
30	Community and Senior Services	12/9/2015	Community and Senior Services - Fiscal Monitoring of Area Agency on Aging Program Services for FY 2013-14
31	Community and Senior Services	12/14/2015	Verdugo Workforce Investment Board - A Community and Senior Services' Los Angeles County Youth Jobs Program Provider - Contract Compliance Review - FY 2013-14
32	Community and Senior Services	12/31/2015	City of Long Beach Pacific Gateway Workforce Investment Network - A Community and Senior Services' Los Angeles County Youth Jobs Program Provider - Contract Compliance Review - FY 2013-14
33	Community and Senior Services	2/3/2016	Community Career Development, Inc. - A Community and Senior Services' Workforce Investment Act and Los Angeles County Youth Jobs Programs Provider - Contract Compliance Review - FYs 2013-14 and 2014-15
34	Community and Senior Services	2/11/2016	South Bay Workforce Investment Board, Inc. - A Community and Senior Services' Los Angeles County Youth Jobs Program Provider - Contract Compliance Review - FY 2013-14
35	Community and Senior Services	2/16/2016	Archdiocesan Youth Employment Services of Catholic Charities FY 2014-15 WIA Monitoring Review
36	Community and Senior Services	2/16/2016	Asian Youth Center - FY 2014-15 WIA Monitoring Review
37	Community and Senior Services	2/17/2016	Arbor E&T, LLC, DBA ResCare Workforce Services- A Community and Senior Services' Workforce Investment Act Program Provider- Contract Compliance Review
38	Community and Senior Services	3/14/2016	Housing Authority of the City of Los Angeles - FY 2014-15 WIA Monitoring Review

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No.	Department	Date Issued	Assignment Name
39	Community and Senior Services	3/23/2016	Managed Career Solutions - A Community and Senior Services' Workforce Investment Act Program Provider - Contract Compliance Review
40	Community and Senior Services	3/28/2016	Hub Cities Consortium - A Community and Senior Services' Workforce Investment Act and Los Angeles County Youth Programs Provider - Contract Compliance Review
41	Community and Senior Services	3/28/2016	City of Palmdale - A Community and Senior Services' Workforce Investment Act Program Provider - Contract Compliance Review
42	Community and Senior Services	4/7/2016	Community and Senior Services - Fiscal Monitoring of Dispute Resolution Program Services for FY 2014-15
43	Community and Senior Services	4/18/2016	Work Order Request 8-28 AAA - Agreement Review for Proposal
44	Community and Senior Services	6/9/2016	Southeast Los Angeles County Workforce Development Board - A Community and Senior Services' Los Angeles County Youth Jobs Program Provider - Contract Compliance Review - FY 2013-14
45	Community and Senior Services	6/15/2016	Antelope Valley Workforce Development Consortium - A Community and Senior Services' Workforce Investment Act Program Provider - Contract Compliance Review Monitoring
46	Community and Senior Services	6/16/2016	Los Angeles Unified School District - A Community and Senior Services' Los Angeles County Youth Jobs Program Provider - Contract Compliance Review
47	Community and Senior Services	6/17/2016	Jewish Vocational Service - A Community and Senior Services' Workforce Investment Act Program Provider - Contract Compliance Review
48	Community and Senior Services	6/21/2016	Community and Senior Services - Fiscal Monitoring of Area Agency on Aging Program Services for FY 2014-15
49	Community and Senior Services	6/30/2016	Community and Senior Services - FY 2015-16 Administration
50	Community and Senior Services	6/30/2016	Community and Senior Services - FY 2015-16 Training
51	Public Social Services	12/28/2015	YWCA of Glendale - A Department of Public Social Services Domestic Violence Supportive Services and Community Services Block Grant Domestic Violence Programs Provider - Contract Compliance Review

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No.	Department	Date Issued	Assignment Name
52	Public Social Services	2/8/2016	Armenian Relief Society of Western USA, Inc. - A Department of Public Social Services Refugee Employment Program and Community Services Block Grant Program Provider- Contract Compliance Review
53	Public Social Services	2/9/2016	California Hispanic Commission on Alcohol and Drug Abuse, Inc. - A Department of Public Social Services Domestic Violence Supportive Services and Community Services Block Grant Program Provider - Contract Compliance Review
54	Public Social Services	3/11/2016	Child Alliance, Inc. - A Department of Public Social Services Domestic Violence Supportive Services Program Provider - Contract Compliance Review
55	Public Social Services	3/31/2016	Domestic Abuse Center - A Department of Public Social Services Domestic Violence Supportive Services Program Provider - Contract Compliance Review
56	Public Social Services	4/27/2016	Community Career Development, Inc. - A Department of Public Social Services' Community Services Block Grant Program Provider - Contract Compliance Review
57	Public Social Services	5/6/2016	Episcopal Diocese of Los Angeles - A Department of Public Social Services Refugee Employment Program Provider - Contract Compliance Review
58	Public Social Services	5/6/2016	Los Angeles Center for Law and Justice- A Department of Public Social Services Domestic Violence Supportive Services and Community Services Block Grant Legal Services Program Provider - Contract Compliance Review
59	Public Social Services	5/9/2016	Department of Public Social Services Training
60	Public Social Services	5/11/2016	Antelope Valley Domestic Violence Council - A Department of Public Social Services Domestic Violence Supportive Services and Community Services Block Grant Programs Provider - Contract Compliance Review
61	Public Social Services	6/23/2016	Catholic Charities of Los Angeles, Inc. - A Department of Public Social Services' Refugee Employment Program Provider - Contract Compliance Review
62	Public Social Services	6/30/2016	Department of Public Social Services - FY 2015-16 Administration Miscellaneous
63	Health Services	7/7/2015	Rancho Research Institute, Inc. - A Department of Health Services Orthotic Services Contract Service Provider - Contract Compliance Review

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No.	Department	Date Issued	Assignment Name
64	Health Services	9/28/2015	VITAS Healthcare Corporation of California - A Department of Health Services Hospice Services Contract Service Provider - Contract Compliance Review
65	Mental Health	7/17/2015	Amanecer Community Counseling Services - A Department of Mental Health Service Provider - Program Review
66	Mental Health	8/28/2015	Childnet Youth and Family Services - A Department of Mental Health Services Provider - Program Review
67	Mental Health	9/17/2015	Children's Hospital Los Angeles - A Department of Mental Health Service Provider - Program Review
68	Mental Health	10/7/2015	Hathaway-Sycamores Child and Family Services- A Department of Children and Family Services Residentially Based Services Program Provider - Contract Compliance Review
69	Mental Health	10/8/2015	Hillsides - A Department of Mental Health Service Provider- Contract Compliance Review
70	Mental Health	11/9/2015	Clontarf Manor - A Department of Mental Health Service Provider - Program Review
71	Mental Health	11/9/2015	Optimist Boys' Home and Ranch - A Department of Mental Health Service Provider - Program Review
72	Mental Health	11/23/2015	Didi Hirsch Psychiatric Service - A Department of Mental Health Services Provider - Program Review
73	Mental Health	12/3/2015	St. Joseph Center - A Department of Mental Health Services Provider - Contract Compliance Review
74	Mental Health	1/13/2016	Bayfront Youth and Family Services - A Department of Mental Health Service Provider - Program Review
75	Mental Health	1/13/2016	David and Margaret Home - A Department of Mental Health Service Provider - Program Review
76	Mental Health	1/13/2016	Bayfront Youth & Family Services - A Department of Children and Family Services Provider - Fiscal Compliance Review
77	Mental Health	3/15/2016	Eisner Pediatric Family Medical Center - A Department of Mental Health Service Provider - Program Review
78	Mental Health	3/28/2016	Children's Bureau of Southern California - A Department of Mental Health Service Provider - Program Review
79	Mental Health	3/29/2016	The Village Family Services - A Department of Mental Health Service Provider - Program Review

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No.	Department	Date Issued	Assignment Name
80	Mental Health	4/13/2016	California Hispanic Commission on Alcohol & Drug Abuse, Inc. - A Department of Mental Health and Department of Public Health Services Provider - Contract Compliance Review
81	Mental Health	5/31/2016	Topanga-Roscoe Corporation DBA Topanga West Guest Home - A Department of Mental Health Service Provider - Program Review
82	Mental Health	5/31/2016	Para Los Niños - A Department of Mental Health Service Provider - Program Review
83	Mental Health	6/14/2016	Stirling Behavioral Health Institute - A Department of Mental Health Service Provider - Program Review
84	Mental Health	6/14/2016	Junior Blind of America - A Department of Mental Health Service - Program Review
85	Mental Health	6/30/2016	FY 2015-16 Mental Health Program Analysis
86	Mental Health	6/30/2016	FY 2015-16 Mental Health Program Monitoring
87	Mental Health	6/30/2016	Department of Mental Health Miscellaneous
88	Multiple Departments	6/30/2016	Contract Monitoring Certification Course
89	Multiple Departments	6/30/2016	Training to Staff in Other County Departments
90	Probation	10/21/2015	Probation Department Juvenile Halls - Department of Justice Settlement Agreement Monitoring - November 2014 through March 2015
91	Probation	10/22/2015	Probation Department Juvenile Camps - Department of Justice Settlement Agreement Monitoring For April 2014 Through September 2014 - Twelfth Status Report
92	Probation	6/10/2016	Review of Probation Department's Compliance with the Department of Justice Settlement Agreement for the Juvenile Camps
93	Probation	6/30/2016	Probation Risk Assessment
94	Public Health	7/7/2015	Foothill AIDS Project - A Department of Public Health Division of HIV and STD Programs Provider - Contract Compliance Review
95	Public Health	8/6/2015	JWCH Institute, Inc. - A Department of Public Health, Division of HIV and STD Programs Provider - Contract Compliance Review
96	Public Health	2/8/2016	East Valley Community Health Center, Inc. - A Department of Public Health Division of HIV and STD Programs Provider - Contract Compliance Review

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No.	Department	Date Issued	Assignment Name
97	Public Health	2/16/2016	City of Long Beach - A Department of Public Health Division of HIB and STD Programs Providers - Contract Compliance Review
98	Public Health	2/25/2016	Public Health Foundation Enterprises, Inc. - A Department of Public Health Division of HIV and STD Programs Provider - Contract Compliance Review
99	Public Health	3/28/2016	To Help Everyone Clinic, Inc. DBA To Help Everyone Health and Wellness Centers - A Department of Public Health Division of HIV and STD Programs Provider Contract Compliance Review
100	Public Health	6/24/2016	Center for Health Justice, Inc. - A Department of Public Health Division

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FISCAL YEAR 2015-16 ACCOMPLISHMENTS**

Contract Monitoring Special/Unplanned Completed Assignments			
No.	Department	Date Issued	Assignment Name
1	Chief Executive Office - BOS/Audit Committee Ordered	10/1/2015	Living Wage Board Order
2	Countywide - BOS/Audit Committee Ordered	various dates	Contractor Alert Reporting Database
3	Countywide - BOS/Audit Committee Ordered	8/19/2015	Local Small Business Preference Program
4	Children and Family Services	9/29/2015	Residential Based Services Pilot Project - Fiscal Cost Review
5	Children and Family Services	12/31/2015	Phoenix House of Los Angeles - Audit Committee Assignment
6	Children and Family Services	6/23/2016	Institute for Maximum Human Potential - A Department of Children and Family Services Family Preservation Program Provider - Contract Compliance Review
7	Community and Senior Services	9/21/2015	Review of Workforce Investment Act Program and Los Angeles County Youth Jobs Program Activities
8	Community and Senior Services	11/6/2015	Review of FY 2013-14 Cost Allocation Documents For Workforce Investment Act
9	Community and Senior Services	12/28/2015	Community and Senior Services - Reviews of Workforce Investment Act Service Providers - Fiscal Year 2013-14
10	Public Social Services	6/30/2016	Department of Public Social Services Resolution
11	Fire	8/3/2015	Fire Department Retroactive Contract Corrective Action Plan - Implementation Status Review
12	Health Services	10/14/2015	Sodexo Cost Savings Analysis Review
13	Health Services	2/23/2016	Department of Health Services - Contract Operations Review
14	Mental Health	1/15/2016	Institute for Multicultural Counseling and Education Services, Inc. - A Department of Mental Health Service Provider - Program Review
15	Multiple Departments	6/10/2016	Audit Committee Contract Monitoring
16	Multiple Departments	6/10/2016	Countywide Contract Monitoring Division Plan Updates
17	Multiple Departments	6/30/2016	CCMD Annual Report/Accomplishments
18	Multiple Departments	6/30/2016	Uniform Guidance Risk Assessment Training for Departments

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Contract Monitoring Special/Unplanned Completed Assignments			
No.	Department	Date Issued	Assignment Name
19	Probation-BOS/Audit Committee Ordered	7/24/2015	Probation Department - Budget, Juvenile Halls and Camps Operating Costs, and Departmental Contracting Procedures Review (Board Agenda Item 10, April 14, 2015)
20	Public Health	6/30/2016	Public Health Miscellaneous (Non-Division of HIV and STD Programs)
21	Public Health	6/30/2016	Public Health-Division of HIV and STD Programs Miscellaneous